



How to Register for the Conference -School Offer-

Starting Registration

- ☐ Log into your MITRAIN account at <https://mi.train.org>
 - ☐ Note: **If using Internet Explorer 8**, please make sure the compatibility view is turned on. If you receive an error message during the payment portion, you may need to add the following link to your compatibility view settings: <http://miPPCReg.state.mi.us/Welcomepage.aspx>
- ☐ To locate the conference registration:
 - ☐ In the search box, type **"1042503"** or **"2013 Great Lakes Homeland Security Training Conference"**, then click enter.
- ☐ **Click on the conference title** to get more information, including:
 - ☐ Under the **"Conference Details" tab**, you will find information about the conference.
 - ☐ Under the **"Travel and Lodging" tab**, you will find information on local hotels and rate information.
 - ☐ Under the **"Registration" tab**, you will find all conference and workshop details.
 - ☐ Under the **"Contacts" tab**, you will find conference e-mail and phone information.

Registering- Conference and Workshops

- ☐ Under the **"Registration" tab**, click on the **"Register for Conference"** button located at the top left corner to begin registration.
- ☐ Your workshops will automatically be added to your schedule. Click the **"Next"** button at the bottom of the page.
- ☐ On the next screen, no additional information is required. Click the **"Next"** button at the bottom of the page.
- ☐ Please verify that all of your information is correct. **Please note, your name badge and itinerary will be printed from this information**, so be sure it is exactly as you would want it to appear on other materials. If everything is correct, click **"Next"**. To make changes, click the **"Previous"** button at the bottom of the page.
- ☐ You will now see a summary of your registration. If everything is correct, click the **"Complete Registration"** button located at the bottom of the page.
- ☐ When asked to enter a special code, please enter the special code that was provided to you and click **"Continue"**.



Dietary Needs

- ☐ You will be asked if you have any special dietary needs. If so, please describe in the box provided.

Registering a Spouse/Guest

- ☐ Next, you will be asked if your **spouse/guest** would like to attend any of the additional activities. Please make the appropriate selections and enter their name, if applicable. Please note there is an **additional \$30 charge for a guest to attend the dinner and evening speaker on Tuesday, April 30**. You will be billed separately for the spouse/guest fee.

Finalizing Information

- ☐ You will now see a summary of your information and charges. If everything is correct, you will need to agree to the terms and conditions by checking the box and then click "**Continue**".
- ☐ You will receive a confirmation indicating you completed the payment process. **You are now registered for the conference.**
- ☐ You can either close the window or click the "**Return to MITRAIN**" button.
- ☐ You should receive a confirmation e-mail within one business day (please be sure you have agreed to receive e-mails from MITRAIN under "My Account" settings).

For questions with registration, please e-mail:

emhsd-conference@michigan.gov